

Add or Change Direct Deposit Accounts - United States

Provides step-by-step instructions on how to add or change your United States direct deposit accounts.

UKG Pro

◀ Open Contents



Add or Change Direct Deposit Accounts

Add or Change Direct Deposit Accounts

Add or change direct deposit accounts on the Direct Deposit Detail page.

Navigation: Menu > Myself > Pay > Direct Deposit



Guided Steps

Tip

If you are unable to add, change, or archive information on the page, it may be due to how your company has configured the system. Please contact your company's system administrator for more details.

1. From the **Direct Deposit Summary** page, complete one of the following:
 - To add a direct deposit account, select **Add**.

- To change direct deposit account information, select an account from the list.

Direct Deposit Detail

save
reset
cancel
print
help

Employee bank info
Wells Fargo-California - ⓘ

Description
Savings for House

Bank description
Wells Fargo-California

Routing number
122000247

Account number
123456789

Account type
Savings

Status
Active

Amount

- ☒ Flat Amount \$100.00
- ☐ Percent amount
- ☐ Available balance

Order
2 ⓘ

Direct Deposit Summary

Selected	Order	Account Type	Description	Bank	Account Number	Status	Amount	
	01	Checking		Wells Fargo-California	123456789	Active	\$100.00	
	99	Checking		Wells Fargo-California	0538760010	Active	Available balance	

- From the **Direct Deposit Detail** page, employees can enter a description, if needed. Managers and administrators cannot view this field.
- Add a traditional or a PayPal account.

Option

Description

Add a traditional bank account:

- In the **Employee Bank info** field, select a bank name.

Note The Employee Bank info field is only available if configured. Skip this step if the field is not available.

- Enter a **routing number** and an **account number**. Confirm with your financial institution the correct ABA routing number specific to your direct deposit.
- Select a bank account type:
Checking, Debit Card, or Savings.

Option	Description
Add a PayPal account:	<ul style="list-style-type: none">a. Select the PayPal button.b. Select Proceed to authorize personal information sharing with PayPal.c. Complete the prompts to connect to an existing PayPal account or to create a new one. <div>Note After you successfully connect to a PayPal account, the Routing number, Account number, and Account type (checking) fields are automatically populated and cannot be modified. Employee Bank info will not display.</div>

4. Select a status of **Active** or **Inactive** for the account.

5. In the **Amount** section, complete one of the following:

- To specify a specific dollar amount, select the **Flat Amount** radio button and enter the dollar amount without a dollar sign.
- To specify a specific percentage, select the **Percent Amount** radio button and enter the percentage without a percent sign.
- To specify the available balance, select the **Available Balance** radio button.

Important

All direct deposit allocation percentages are rounded to the nearest hundredth. For example, you can enter 90.99% as an allocation percentage for an account which will round up to 91%. 99.4% is the greatest percentage allowed. Best practices are to create an available balance account along with a percentage account to capture the entire amount.

6. Select **Save**.

Note

A warning may appear depending on your company preferences indicating that this will result in a Prenote rather than a Direct Deposit. A Prenote account receives a zero balance

direct deposit to test the transfer until a payroll is processed. The account is converted to a Direct Deposit after this account test is complete.

7. Select **Ignore Warnings**.

8. Select **Submit**.

The **Direct Deposit Summary** page appears with the new account.

Direct Deposit Account Types

You can create three types of direct deposit accounts: available balance, flat amount, or percent amount.

Percent Amount

Percentage amount accounts receive a percentage of the net pay to the designated direct deposit account.

All percentages are rounded to the nearest hundredth. For example, 90.99% is rounded up to 91%. 99.4% is the greatest percentage allowed.

As a best practice, create an available balance account along with a percentage account to capture the entire amount.

Note You can create either flat amount or percent amount accounts, but you cannot create a combine of both flat and percent accounts.

Flat Amount

A flat dollar amount of the net pay is sent to a flat amount direct deposit account.

Depending on your configuration, the system may process partial amounts for flat amount accounts in two different ways:

- By default, if there are not enough funds to cover the flat amount, then no funds will be sent to flat amount account. Instead, all partial funds are sent to the available balance account.
- If the system is configured to allow partial dollar amounts, the following message is displayed: "Accounts with an active status and an amount are displayed in the order they will be funded." In this case, when a deposit is less than the dollar amount designated for the flat amount account, the partial amount is deposited. The system funds the accounts in the priority order listed on the screen until the pay is exhausted.

Note You can create either flat amount or percent amount accounts, but you cannot create a combine of both flat and percent accounts.

Available Balance

After other direct deposit account rules have been applied, the remaining net pay is sent to the designated available balance account.

As a best practice, when only one account for 100% of the amount is required, create a single available balance account.

You cannot have multiple available balance accounts regardless of the status (active or inactive). To add a new available balance account, you must first archive the existing available balance account. Archiving the account will remove the account but save the historical data.

Create Multiple Direct Deposit Accounts

You can add multiple direct deposit accounts if the accounts receive a flat amount or a percentage of the pay.

When you set up multiple accounts, as a best practice, create an available balance type to account for any to account for any remaining amount and to allow for rounding.

Refer to the table below for an example scenario.

Account Type	Amount
Percentage Account 1	80%
Percentage Account 2	10%
Available Balance Account	Any remaining amount

Note You cannot have multiple Available Balance accounts regardless of the status (active or inactive). To add a new Available Balance account, you must first archive the existing Available Balance account. Archiving the account will remove the account but save the historical data.

Tip To deposit all of your net pay into one account, the recommended best practice is to create a single Available Balance account.

Archive Direct Deposit Accounts

When you archive a direct deposit account, the system saves the historical data.

- **Menu > Myself > Pay > Direct Deposit**
- **Menu > Administration > Employee Admin > My Employees > Select an Employee > Pay > Direct Deposit**

- **Menu > My Team > My Employees > select an employee > Pay > Direct Deposit**

1. From the **Direct Deposit Summary** page, select the check box next to the **Account**.
2. Select the **Archive** button.
3. Select **OK** in the confirmation dialog box.
Archived appears in the Status column.

Note You cannot reactivate an archived account. However, you can select the account link to review the account details in the Direct Deposit Detail page. Using the information displayed on that page, you can reenter the account with an Active status, if needed.

© 2024 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit <https://www.ukg.com/trademarks>. All other trademarks, if any, are the property of their respective owners.

This document and all information contained herein are provided to you "AS IS" and UKG Inc. and its affiliates (collectively "UKG") make no representation or warranties with respect to the accuracy, reliability, or completeness of this document, and UKG specifically disclaims all warranties, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose. The information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG. Nothing herein constitutes legal, tax, or other professional advice. All legal, tax, or other questions or concerns should be directed to your legal counsel, tax consultant, or other professional advisor. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.